

# Letter of Intent For Employment From Employer

**Data Solutions Ltd.**

**234 Business Park Rd.**

**Atlanta, GA 30329**

**April 12, 2024**

**John Doe**

**789 Maple Street**

**Riverdale, NY 10471**

**Dear Mr. Doe,**

We are pleased to express our intent to employ you in the position of Senior Data Analyst at Data Solutions Ltd., contingent upon the completion of a comprehensive background check and drug screening.

During our selection process, your analytical skills and professional background stood out among the many candidates we considered. We are confident that your expertise in data analysis and your strategic approach to complex problem-solving are well-suited to meet our team's objectives and contribute to our ongoing projects.

Should you choose to accept this position, you will be expected to begin your employment on May 1, 2024, with a starting salary of \$85,000 annually, subject to the terms and conditions of our standard employment contract. Additional benefits will include health insurance, a 401(k) plan, and three weeks of paid vacation.

Please review this letter and feel free to contact us by April 20, 2024, to discuss any questions you may have or to confirm your acceptance. We look forward to your positive response and hope to welcome you aboard as a valuable member of our team.

Thank you for your interest in joining Data Solutions Ltd. We are excited about the potential to work together to achieve great things.

**Sincerely,**

**Laura Black**

**Human Resources Manager**

**Data Solutions Ltd.**

**[laura.black@datasolutions.com](mailto:laura.black@datasolutions.com)**